

SECRET

FILE

Meeting
(minutes)

Bg

MINUTES

DD/S STAFF MEETING

17 February 1970

25X1



2. Supergrade Promotions

Mr. Coffey reminded Office Heads that recommendations for super-grade promotions must be in the hands of the DD/S by 16 March. If an office makes more than one recommendation for the same grade, nominees should be ranked in order of preference including those previously recommended.

3. Computer Savings

Last Fall the Director asked for a report of position savings which will result from computer system installations. [] is drafting the report but will need some facts from individual offices. He will be sending a memorandum to each office giving guidance and requesting specific data. [] indicated he will need to know the numbers of positions saved and the programs to which they have been reallocated. He cited the pay-rolling system and MAX as examples of developments which lend themselves to this type of reporting.

25X1

25X1

4. Retention of Cover

DD/S Administrative Instruction 70-3 has been distributed as a reminder that Support Careerists returning from overseas should retain their cover status while in the U. S. if it is likely that they will again serve abroad. Career Management Officers should remain alert to this requirement.

5. Briefing of Mr. James Taylor:

Mr. Coffey reminded Office Heads of the briefing scheduled for Mr. James Taylor, the new BoB Examiner on 19 and 20 February. This is not a budget hearing; costs and other budgetary items should not be stressed. These

SECRET



SECRET

briefings will provide each office an opportunity to establish rapport with the new Examiner.

6. Revised Personnel Ceilings

Mr. Coffey asked that at the conclusion of the regular meeting the Office Heads reconvene in executive session to review and analyse the actions which will be required as a result of recently revised personnel ceilings.

7. Around the Table

a.

25X1

Stated that his recent visit had been his first since 1960. 25X1
He spent a fruitful 3-1/2 days looking at current activities and meeting with personnel in connection with possible changes which may result from reduced personnel ceilings.

25X1

b. Mr. Wattles

Now that the children of employees under cover can no longer participate in the Agency's summer-only employment program some of those formerly employed by us are applying to other agencies and indicating CIA as a previous employer. This results in yet a new cover problem.

c.

25X1

The Office of Security is continuing its long-standing search for

25X1

d. Dr. Tietjen

A panel of industry doctors visited the Agency last week to compare notes on medical programs. The Agency is in tune with industry in terms of

SECRET

SECRET

preventative and industrial medicine and is perhaps a step ahead in the availability of psychiatric services.

The doctors also indicated that the increased use of drugs has been as great a shock to industry as to Government. Mr. Coffey noted that he was impressed by the unanimity opinion among the doctors regarding the need for early surfacing of problems.

25X1

e.

Yesterday, OTR submitted to the Director the annual report on Language Development. Thirteen percent (13%) of Agency positions and twenty-eight percent (28%) of those in the Clandestine Services have been designated as "language essential" positions. Sixty-six percent (66%) of those positions which have been designated as "language essential" are 25X1 now actually staffed by employees whose level of competence has reached at least the Intermediate level. The Agency's Language Development Program must be fully operative by 1 July 1971.

25X1

f.

Some change in income-tax withholding from lump-sum payments may soon be possible based on recently approved legislation, but we must now wait for the Internal Revenue Service to publish its implementing regulation.

25X1

g.

25X1

The Office of Logistics met with GSA yesterday concerning a replacement building for Arlington Towers; this project continues to move ahead but progress is rather slow. GSA is still trying to meet the 1 August deadline. noted that it cost the Agency about \$10 per hour per employee to provide language training whereas similar training can be provided through the Foreign Service Institute at \$3 to \$4 per hour.

25X1

 Support Operations Staff/DDS

Distribution:

Orig - DD/S Subject

1 - WEB

1 - ND

1 - DD/S Chrono

1 - DD/S-SOS Chrono

DD/S-SOS:RJP:ng (18 Feb 70)

SECRET